

**CITY OF SANCTUARY
ORDINANCE #21
AMENDED AUGUST 4, 2020**

SECRETARY/TREASURER

**BE IT ORDAINED BY THE BOARD OF ALDERMEN OF THE CITY OF SANCTUARY, TEXAS, THAT
THE APPOINTED POSITION OF SECRETARY/TREASURER IS ESTABLISHED.**

I

As provided in the Texas Local Government Code, Chapter 220.73, the City of Sanctuary hereby establishes the appointed position of City Secretary/Treasurer, with duties and responsibilities as provided herein.

II

A. DUTIES:

The City Secretary/Treasurer shall be responsible for the following:

- 1. Those duties and responsibilities as described in the Texas LGC, Chapters 22:073 and 22:075.**
- 2 Serving as Records Management Officer for the City as described in Texas LGC 201:00. This shall include taking charge of, and preserving all books, records, papers, documents, and files of the City.**
- 3. Serve as Notary Public for any City business. This does not extend to notarizing citizen requests. To this end the City will fund costs of obtaining a Notary Public Commission and the required Bond for the position occupant.**
- 4 Maintaining an accurate account of significant funds and real property, to include warranties, records of purchase, and other information.**
- 5. Acting, at the direction of the mayor, as chief election official for the City.**
- 6. Attending all meetings of the governing body and keeping accurate and complete minutes of such meetings. Also preparing agendas for such meetings.**
- 7. Monitoring the City telephone and either answering calls or referring calls to the appropriate person.**
- 8. Maintaining city accounts, paying bills, and monitoring compliance with the City budget.**
- 9. Assisting the Mayor in preparing the annual City budget.**
- 10. Countersign all commissions issued to City officers and licenses issued by the Mayor and keep a record of these.**

11. Keep a record of all contracts of the City.
12. Prepare all notices required under any regulation or ordinance or resolution of the City.
13. Receiving and distributing mail for the City.
14. Maintain the City Bulletin Board.
15. Ensure the Mayor is advised of all items of interest.
16. Such other duties as required by the Mayor.
17. Keep the Seal of the City.
18. Coordinate with City Council on audits.

B. QUALIFICATIONS & SELECTION:

Individual must be proficient in Quick Books, Microsoft Office, email, and Adobe Acrobat. The individual in this position must be 21 years or older and may not have a criminal record. The position will be posted on the bulleting board of the City and in the newspaper of record. The Mayor shall appoint three members of the Board of Aldermen to interview candidates and recommend their choice to the Board for a vote.

C. BOND:

The officeholder shall execute a Bond, in the sum of \$10,000.00 in favor of the City. Any expense for this bond shall be paid for by the City. It shall be predicated upon the office holder's proper fiscal integrity.

D. COMPENSATION:

At this time, this position is considered part-time, requiring no more than twenty hours per month. The Mayor and Board of Aldermen shall decide upon the amount of compensation. Such compensation shall be reviewed yearly, prior to the annual budget review, and adjusted, as necessary.

THIS AMENDMENT IS PASSED AND ADOPTED THIS 4TH DAY OF AUGUST 2020, BY THE CITY COUNCIL OF SANCTUARY, TEXAS.

APPROVED



Megg Galloway
Mayor

MEGG GALLOWAY, MAYOR

ATTEST:



CHRIS STEWART, CITY SECRETARY